

**CALIFORNIA STATE LIBRARY**  
**PUBLIC LIBRARY STAFF EDUCATION PROGRAM (PLSEP)**  
**FY 2011/2012**

**PAST RECIPIENT STUDENT  
OVERVIEW AND INSTRUCTION GUIDE**

**Deadline: Submit Application Packet to the Cooperative Library System by Friday, April 15, 2011**

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**CALIFORNIA STATE LIBRARY  
PUBLIC LIBRARY STAFF EDUCATION PROGRAM (PLSEP)  
2011/12**

(a.k.a. the Tuition Reimbursement Program)

## **OVERVIEW**

### **Program Goal**

The goal of this program is to support the development of professional librarians by providing library staff with tuition reimbursement for their library school studies.

### **How the Program Works**

Employees of public and county law libraries can apply for tuition reimbursement for their graduate coursework toward an MLIS degree at an ALA-accredited library school. The program is competitive so not every applicant is selected to receive funding.

To apply, eligible individuals need to complete and submit the *Past Recipient Student Application Form* and submit it to the Cooperative Library System.

Applications from past PLSEP recipients continuing their studies will be given priority over new applicants since we want to help them through to the successful completion of their studies for their MLIS degree.

All applicants will be notified if they were selected, or not selected, to receive reimbursement funding by the Cooperative Library System.

If selected to receiving reimbursement funding, the applicant must pay for the courses, complete the course, then provide proof of the fee paid, and a copy of the grade received in the course to the Cooperative Library System which will issue the reimbursement to the student.

## What the Program Pays For

Individuals can receive reimbursement for library school course fees not to exceed \$5,000 per grant year after they have successfully completed at least one full year of employment at their library. No individual shall receive reimbursement for more than five grant years under this program.

Only courses where the individual received a grade of B- or better are eligible for reimbursement.

Levels of reimbursement provided in 2010/11 were as follows:

### San Jose State University

#### Regular Session Students

- For 1.0 – 6.0 units \$1,512
- For 6.1 or more units \$2,607

#### Special Session Students

- \$474/unit

### University of California, Los Angeles

- \$5,000 (although the academic year fee was \$9,402)

### All Other Library School Programs

- \$474 per academic unit up to \$5,000

Students who are receiving course reimbursement from an IMLS Laura Bush 21<sup>st</sup> Century Librarian grant can only receive PLSEP reimbursement for those courses not previously reimbursed from the Laura Bush grant.

## What the Program Does Not Pay For

Books, student union and association fees, health fees, transcript fees, and parking are not reimbursed under this program.

## Time Table

April 15, 2011	Deadline for receipt of library staff applications at the Cooperative Library System headquarters.
June 2011	Anticipated Notification to Library of Award or Non-Award to the Cooperative Library Systems
July 1, 2011	Grant year begins
June 30, 2012	End of grant award year. All requests for tuition reimbursement must be submitted to the Cooperative Library System contact person prior to this date.

## Responsibilities of Students Selected to Receive Reimbursement

- Provide receipts and proof of grade received in courses to the Cooperative Library System contact in a timely manner.
- Track the amount of reimbursements requested during the grant year in relation to your total grant award.
- Complete and provide your Student Final Narrative Grant Report to the Cooperative Library System contact person no later than July 15, 2012.

## Instructions for Completing the Application

Please be sure to follow all the instructions or else your application will be disqualified.

Item #	Notes
1	Fill in the name of the library where you are employed, not the branch name. For example, fill in the Sacramento Public Library, not the Natomas Branch.
2	Fill in your full legal name, phone number, email address, and employment date. Should we have questions about your application this is the information we will use to contact you.
3	Fill in for your library the Cooperative Library System. See page 6 to find the name of the Cooperative Library System.
4	<ul style="list-style-type: none"><li>• If you are working 40 hours per week, check the box for full time.</li><li>• If you are working less than 30 hours per week, check the box for part time and list the approximate number of hours worked in a week.</li></ul>
5	Check the appropriate box for the library school through which you will be studying for your MLIS degree.
6	Enter the reimbursement amount you are requesting.
7	List the library courses for which you will be seeking reimbursement. The information you provide on the number of courses and units to be completed must be as accurate and realistic as possible.
8	Based upon the number of courses you plan to take per academic session, please list the estimated semester/quarter and year you hope to graduate from library school.
9	Tell us what you accomplished this past year in terms of your studies toward your MLIS degree and your professional growth. Limit your response to no more than one page using a minimum 12 point font and black ink.

10	Tell us what your educational and career goals are for this upcoming grant year. Limit your response to no more than one page using a minimum 12 point font and black ink.
11	Review application for accuracy and sign your application. Please use blue ink.
12	Have your library director or their designee sign your application verifying employment. Please use blue ink.

## **Submission Instructions**

Once you have completed your application, make six copies of your application packet (including the recommendation letters).

Provide the original and six copies of your application packet to the designated contact person at the Cooperative Library System no later than Friday, April 15, 2011 for submission to the State Library.

Incomplete applications, or student applications submitted directly to the State Library will be disqualified.

## COOPERATIVE LIBRARY SYSTEMS

Please check this list to see which Cooperative System your library belongs to. If your library is listed as a non-affiliated library, or if you work in a county law library, please contact the nearest Cooperative Library in your region. Contact information appears on page 10.

<b>Alameda County Library</b> Pacific Library Partnership	<b>Alameda Free Library</b> Pacific Library Partnership
<b>Alhambra Civic Center Library</b> Southern California Library Cooperative	<b>Alpine County Library/Archives</b> NorthNet Library System
<b>Altadena Library District</b> Southern California Library Cooperative	<b>Amador County Library</b> 49-99 Cooperative Library System
<b>Anaheim Public Library</b> Southern California Library Cooperative	<b>Arcadia Public Library</b> Southern California Library Cooperative
<b>Azusa City Library</b> Southern California Library Cooperative	<b>Banning Library District</b> Inland Library System
<b>Beaumont Library District</b> Inland Library System	<b>Belvedere-Tiburon Library</b> NorthNet Library System
<b>Benicia Public Library</b> NorthNet Library System	<b>Berkeley Public Library</b> Pacific Library Partnership
<b>Beverly Hills Public Library</b> Southern California Library Cooperative	<b>Brawley Public Library</b> Serra Cooperative Library System
<b>Buena Park Library District</b> Southern California Library Cooperative	<b>Burbank Public Library</b> Southern California Library Cooperative
<b>Burlingame Public Library</b> Pacific Library Partnership	<b>Butte County Library</b> NorthNet Library System
<b>Calabasas City Library</b> Southern California Library Cooperative	<b>Calaveras County Library</b> 49-99 Cooperative Library System
<b>(Calexico) Camarena Memorial Library</b> Serra Cooperative Library System	<b>Camarillo Public Library</b> Southern California Library Cooperative
<b>Carlsbad City Library</b> Serra Cooperative Library System	<b>(Carmel) Harrison Memorial Library</b> Pacific Library Partnership
<b>Cerritos Public Library</b> Non-Affiliated	<b>Chula Vista Public Library</b> Serra Cooperative Library System
<b>Coalinga-Huron Unified School District</b> San Joaquin Valley Library System	<b>Colton Public Library</b> Inland Library System
<b>Colusa County Free Library</b> NorthNet Library System	<b>City of Commerce Public Library</b> Southern California Library Cooperative
<b>Contra Costa County Library</b> Pacific Library Partnership	<b>Corona Public Library</b> Inland Library System
<b>Coronado Public Library</b> Serra Cooperative Library System	<b>Covina Public Library</b> Southern California Library Cooperative
<b>Daly City Public Library</b> Pacific Library Partnership	<b>Del Norte County Library District</b> NorthNet Library System
<b>Dixon Public Library District</b> NorthNet Library System	<b>Downey City Library</b> Southern California Library Cooperative
<b>El Centro Public Library</b> Serra Cooperative Library System	<b>El Dorado County Library</b> NorthNet Library System

<b>El Segundo Public Library</b> Southern California Library Cooperative	<b>Escondido Public Library</b> Serra Cooperative Library System
<b>Folsom Public Library</b> NorthNet Library System	<b>Fresno County Public Library</b> San Joaquin Valley Library System
<b>Fullerton Public Library</b> Southern California Library Cooperative	<b>Glendale Public Library</b> Southern California Library Cooperative
<b>Glendora Library &amp; Cultural Center</b> Southern California Library Cooperative	<b>Hayward Public Library</b> Pacific Library Partnership
<b>Hemet Public Library</b> Inland Library System	<b>Humboldt County Library</b> NorthNet Library System
<b>Huntington Beach Library</b> Non-Affiliated	<b>Imperial County Library</b> Serra Cooperative Library System
<b>Imperial Public Library</b> Serra Cooperative Library System	<b>Inglewood Public Library</b> Southern California Library Cooperative
<b>Inyo County Free Library</b> Inland Library System	<b>Irwindale Public Library</b> Southern California Library Cooperative
<b>Kern County Library</b> San Joaquin Valley Library System	<b>Kings County Library</b> San Joaquin Valley Library System
<b>Lake County Library</b> NorthNet Library System	<b>Larkspur Public Library</b> NorthNet Library System
<b>Lassen Library District</b> NorthNet Library System	<b>Lincoln Public Library</b> NorthNet Library System
<b>Livermore Public Library</b> Pacific Library Partnership	<b>Lodi Public Library</b> 49-99 Cooperative Library System
<b>Lompoc Public Library</b> Black Gold Cooperative Library System	<b>Long Beach Public Library</b> Southern California Library Cooperative
<b>Los Angeles Public Library</b> Southern California Library Cooperative	<b>(County of) Los Angeles Public Library</b> Southern California Library Cooperative
<b>Los Gatos Public Library</b> Pacific Library Partnership	<b>Madera County Library</b> San Joaquin Valley Library System
<b>Marin County Free Library</b> NorthNet Library System	<b>Mariposa County Library</b> San Joaquin Valley Library System
<b>Mendocino County Library</b> NorthNet Library System	<b>Menlo Park Public Library</b> Pacific Library Partnership
<b>Merced County Library</b> San Joaquin Valley Library System	<b>Mill Valley Public Library</b> NorthNet Library System
<b>Mission Viejo Library</b> Southern California Library Cooperative	<b>Modoc County Library</b> NorthNet Library System
<b>Mono County Free Library</b> NorthNet Library System	<b>Monrovia Public Library</b> Southern California Library Cooperative
<b>Monterey Public Library</b> Pacific Library Partnership	<b>Monterey County Free Libraries</b> Pacific Library Partnership
<b>Monterey Park Bruggemeyer Library</b> Southern California Library Cooperative	<b>Moorpark City Library</b> Southern California Library Cooperative
<b>Moreno Valley Public Library</b> Inland Library System	<b>Mountain View Public Library</b> Pacific Library Partnership
<b>Murrieta Public Library</b> Inland Library System	<b>Napa City-County Library</b> NorthNet Library System
<b>National City Public Library</b> Serra Cooperative Library System	<b>Nevada County Library</b> NorthNet Library System



<b>Newport Beach Public Library</b> Southern California Library Cooperative	<b>Oakland Public Library</b> Pacific Library Partnership
<b>Oceanside Public Library</b> Serra Cooperative Library System	<b>Ontario City Library</b> Inland Library System
<b>Orange Public Library</b> Southern California Library Cooperative	<b>Orange County Public Libraries</b> Southern California Library Cooperative.
<b>Orland Free Library</b> NorthNet Library System	<b>Oxnard Public Library</b> Southern California Library Cooperative
<b>Pacific Grove Public Library</b> Pacific Library Partnership	<b>Palm Springs Public Library</b> Inland Library System
<b>Palmdale City Library</b> Southern California Library Cooperative	<b>Palo Alto City Library</b> Pacific Library Partnership
<b>Palo Verde Valley Library District</b> Inland Library System	<b>Palos Verdes Library District</b> Southern California Library Cooperative
<b>Pasadena Public Library</b> Southern California Library Cooperative	<b>Paso Robles Public Library</b> Black Gold Cooperative Library System
<b>Placentia Library District</b> Southern California Library Cooperative	<b>Placer County Library</b> NorthNet Library System
<b>Pleasanton Public Library</b> Pacific Library Partnership	<b>Plumas County Library</b> NorthNet Library System
<b>Pomona Public Library</b> Southern California Library Cooperative	<b>Porterville Public Library</b> San Joaquin Valley Library System
<b>Rancho Cucamonga Public Library</b> Inland Library System	<b>Rancho Mirage Public Library</b> Inland Library System
<b>(Redlands) A. K. Smiley Public Library</b> Non-Affiliated	<b>Redondo Beach Public Library</b> Southern California Library Cooperative
<b>Redwood City Public Library</b> Pacific Library Partnership	<b>Richmond Public Library</b> Pacific Library Partnership
<b>Riverside Public Library</b> Inland Library System	<b>Riverside County Library System</b> Inland Library System
<b>Roseville Public Library</b> NorthNet Library System	<b>Sacramento Public Library</b> NorthNet Library System
<b>Salinas Public Library</b> Pacific Library Partnership	<b>San Anselmo Public Library</b> NorthNet Library System
<b>San Benito County Free Library</b> Pacific Library Partnership	<b>San Bernardino Public Library</b> Inland Library System
<b>San Bernardino County Library</b> Inland Library System	<b>San Bruno Public Library</b> Pacific Library Partnership
<b>San Diego Public Library</b> Serra Cooperative Library System	<b>San Diego County Library</b> Serra Cooperative Library System
<b>San Francisco Public Library</b> Pacific Library Partnership	<b>San José Public Library</b> Pacific Library Partnership
<b>San Juan Bautista City Library</b> Pacific Library Partnership	<b>San Leandro Public Library</b> Non-Affiliated
<b>San Luis Obispo City-County Library</b> Black Gold Cooperative Library System	<b>(San Marino) Crowell Public Library</b> Southern California Library Cooperative
<b>San Mateo Public Library</b> Pacific Library Partnership	<b>San Mateo County Library</b> Pacific Library Partnership

<b>San Rafael Public Library</b> NorthNet Library System	<b>Santa Ana Public Library</b> Non-Affiliated
<b>Santa Barbara Public Library</b> Black Gold Cooperative Library System	<b>Santa Clara City Library</b> Pacific Library Partnership
<b>Santa Clara County Library</b> Pacific Library Partnership	<b>Santa Cruz Public Libraries</b> Pacific Library Partnership
<b>Santa Fe Springs City Library</b> Southern California Library Cooperative	<b>Santa Maria Public Library</b> Black Gold Cooperative Library System
<b>Santa Monica Public Library</b> Southern California Library Cooperative	<b>(Blanchard) Santa Paula Public Library</b> Black Gold Cooperative Library System
<b>Sausalito Public Library</b> NorthNet Library System	<b>Shasta Public Libraries</b> NorthNet Library System
<b>Sierra Madre Public Library</b> Southern California Library Cooperative	<b>Signal Hill Public Library</b> Southern California Library Cooperative
<b>Siskiyou County Free Library</b> NorthNet Library System	<b>Solano County Library</b> NorthNet Library System
<b>Sonoma County Library</b> NorthNet Library System	<b>South Pasadena Public Library</b> Southern California Library Cooperative
<b>South San Francisco Public Library</b> Pacific Library Partnership	<b>St. Helena Public Library</b> NorthNet Library System
<b>Stanislaus County Free Library</b> 49-99 Cooperative Library System	<b>Stockton-San Joaquin Co. Public Library</b> 49-99 Cooperative Library System
<b>Sunnyvale Public Library</b> Pacific Library Partnership	<b>Sutter County Library</b> NorthNet Library System
<b>Tehama County Library</b> NorthNet Library System	<b>Thousand Oaks Library</b> Southern California Library Cooperative
<b>Torrance Public Library</b> Southern California Library Cooperative	<b>Trinity County Free Library</b> NorthNet Library System
<b>Tulare Public Library</b> San Joaquin Valley Library System	<b>Tulare County Free Library</b> San Joaquin Valley Library System
<b>Tuolumne County Library</b> 49-99 Cooperative Library System	<b>Upland Public Library</b> Inland Library System
<b>Ventura County Library</b> Southern California Library Cooperative	<b>Vernon Public Library</b> Non-Affiliated
<b>Victorville City Library</b> Inland Library System	<b>Watsonville Public Library</b> Pacific Library Partnership
<b>Whittier Public Library</b> Southern California Library Cooperative	<b>Willows Public Library</b> NorthNet Library System
<b>Woodland Public Library</b> NorthNet Library System	<b>Yolo County Library</b> NorthNet Library System
<b>Yorba Linda Public Library</b> Southern California Library Cooperative	<b>Yuba County Library</b> NorthNet Library System

## CONTACT INFORMATION COOPERATIVE LIBRARY SYSTEMS

<p><b><u>Black Gold Cooperative Library System (BLACK GOLD)</u></b>  Maureen Theobald, Executive Director  3437 Empresa Drive, Suite C  San Luis Obispo CA 93401-7355  Phone:(805) 543-1093  Fax:(805) 543-9487  <a href="mailto:mtheobald@blackgold.org">mtheobald@blackgold.org</a></p>	<p><b><u>49-99 Cooperative Library System (49-99)</u></b>  Rosario Garza, Administrator  248 E. Foothill Blvd., Suite 101  Monrovia, CA 91016-5522  Phone: (626) 359-6111  Fax: (626) 359-0001  <a href="mailto:rgarza@socallibraries.org">rgarza@socallibraries.org</a></p>
<p><b><u>Inland Library System (INLAND)</u></b>  Ed Kieczkowski, Director  104 W. 4<sup>th</sup> Street  San Bernardino, CA 92415-0035  Phone: (909) 387-5738  Fax:(909) 387-5736  <a href="mailto:edkieczkowski@inlandlib.org">edkieczkowski@inlandlib.org</a></p>	<p><b><u>NorthNet Library System (NLS)</u></b>  Annette Milliron, Coordinator  55 E Street  Santa Rosa, CA 95404-4728  Phone:(707) 544-0142  Fax:(707) 544-8411  <a href="mailto:annetnbc@sonic.net">annetnbc@sonic.net</a></p>
<p><b><u>Pacific Library Partnership (PLP)</u></b>  Linda Crowe, Executive Director  2471 Flores Street  San Mateo, CA 94403-2273  Phone:(650) 349-5538  Fax:(650) 349-5089  <a href="mailto:crowe@plsinfo.org">crowe@plsinfo.org</a></p>	<p><b><u>San Joaquin Valley Library System (SJVLS)</u></b>  Jeffrey Crosby, Administrative Librarian  2420 Mariposa Street  Fresno, CA 93721-2285  Phone:(559) 488-2762  Fax:(559) 488-2965  <a href="mailto:jeffrey.crosby@sjvls.org">jeffrey.crosby@sjvls.org</a></p>
<p><b><u>Serra Cooperative Library System (SERRA)</u></b>  Vera Skop, Coordinator  820 E Street San Diego, CA 92101-0000  Phone:(619) 232-1225  Fax:(619) 696-8649  <a href="mailto:vskop@sbcglobal.net">vskop@sbcglobal.net</a></p>	<p><b><u>Southern California Library Cooperative (SCLC)</u></b>  Rosario Garza, Executive Director  248 E. Foothill Blvd., Suite 101  Monrovia, CA 91016-5522  Phone:(626) 359-6111  Fax: (626) 359-0001  <a href="mailto:rgarza@socallibraries.org">rgarza@socallibraries.org</a></p>